



# *Effective Management Series*

**January 8, 15, 22, 29,  
February 5, 12, 19, 26, 2015**

**Classes to be held 8:30 to 4:30 each day**

**Available for POST, CPE and  
OPI Renewal Units**

**[www.PDC.MT.Gov](http://www.PDC.MT.Gov)**

***This training is designed  
for new supervisors,  
future supervisors, and  
experienced supervisors  
looking for a refresher.***

**Helena, MT**

January 8	Supervision for the 21st Century	\$123 + \$15 Gallup Q12
January 15	Strategic Planning	\$123
January 22	MBTI & Communications	\$123 + \$30 MBTI & guide
January 29	Managing Conflict	\$123 + \$18 TKI assessment
February 5	HR Topics (ADA, FMLA, ect.)	\$123
February 12	Performance Management	\$123
February 19	Documenting Disciplinary Action	\$123
February 26	Simulation	\$123

***Or take all 8 classes for \$570 + 10% materials fee***

With over 25 years of research and over 25 million engagement surveys to date, Gallup, Inc. research points to the **manager** as being **critical** to employee engagement. With over 70% of the country *disengaged* from work, costing \$450-\$550 billion per year, who manages a team is one of the most important decisions organizations can make. Learn what it takes to build an engaged and productive team through the Effective Management Series.

In this series, you will have the opportunity to blend the foundations of managing *processes* and *developing people*, while meeting your teams *mission and objectives*. Effective management is about working efficiently and effectively in your organization with confidence.